

# Annual Water District Meeting Checklist

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

Water District Number and Name:

District 29-B, Garden Creek

RECEIVED

MAR 10 2021

Department of Water Resources  
Eastern Region

Meeting Date, Time and Location:

4 Mar 21, 7 PM, Arimo City Hall

- Election of meeting chairman and secretary (*chairman facilitates meeting and secretary must in person. Meetings not held, current officers will serve for another year. record meeting minutes and submit to IDWR within 5 business days following the meeting*)
- Read and approve previous year annual meeting minutes
- Watermaster report and presentation of proposed budget
- Treasurer financial report
- Adopt budget (*must be submitted to IDWR immediately following the meeting*)
- Elect watermaster\*
- Elect assistant watermaster(s)\* (optional)
- Elect water district treasurer\*
- Select an advisory committee (optional)
- Adopt resolutions (*must be submitted to IDWR following the meeting*) *none adopted*
- Determine next year's meeting date, time and location *3 Mar 22, 7 PM  
Arimo City Hall*

\* An oath is required before the first year of service.

By signing below I verify that all required actions have been addressed at the water district annual meeting.  
*In person meeting not held. Checked items resolved via phone calls and text messages to primary users and historical meeting attendees*  
Completed by:

*Theon M. Toke*

Water District Representative / Title *Secretary/Treasurer* Date *6 Mar 21*